



**Career and Technical Education Unit**  
**Update: Carl D. Perkins Local Application Budget Modification**  
**Grant Period: July 1, 2021 – June 30, 2022**

***Budget Modification Proposals***  
***Due no later than May 2, 2022***

Please follow the steps listed below and complete all modifications only in the eGMS.

1. Change application status to "Application Revision Started."
2. A revision summary will pop-up after beginning the modification asking, "Please provide a summary of why this revision is being completed?" Please respond, "*See comment(s) in History Log.*" A comment stating, "*To reflect actual expenditures*" does not provide an acceptable level of detail and must be expanded.
3. Create comment(s) in the History Log detailing each proposed modification and label with the line item. If new expenditures are proposed, give line item and description in the history log.
4. Also, enter new items into the Budget Narrative and mark as "NEW" for easy identification.
5. Strike through all original expenditures that are being removed.
6. Update the Grant Budget Section as this page does not automatically update after you revise each section.
7. If changes are proposed that impact professional learning, CCP, or administrative costs, add a comment attesting that the grant still meets 5% minimums for PL and CCP or does not exceed the 5% cap on administrative expenditures.
8. Change status of grant to "Application Revision Completed."
9. After receiving notification that application revisions have been completed, CSDE program manager will review and approve or return requesting further clarification.
10. Superintendents and College Presidents do not sign-off on Budget Modification.

PLEASE NOTE:

- Failure to create comments in the History Log and Individual Sections and/or update figures in the Grant Budget Page will result in the application being returned for edits;
- All questions pertaining to fiscal matters, e.g., fund draw downs, etc., should be addressed to: [Jeffrey.Lindgren@ct.gov](mailto:Jeffrey.Lindgren@ct.gov) in the Fiscal Office; and
- All unexpended Perkins Funds are required by law to be returned to the CSDE to the attention of:

Ms. Nashrin Bhura  
CSDE  
Revenue and Reporting Unit  
PO Box 2219  
Hartford, CT 06145-2219